



FIRST THINGS FIRST

NORTHEAST REGIONAL MANAGER

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty-one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

Job Summary:

This position is responsible for the management and oversight of the day-to-day operations of the Northeast Regional Area Team, working directly with the Coconino, Navajo Apache, Navajo Nation, and White Mountain Apache Tribe Regional Partnership Councils.

Office Location: 405 North Beaver Street, Flagstaff, AZ 86001

Distinguishing Characteristics:

The Regional Manager's role is to ensure the efficient operation of the four Regional Partnership Councils and associated programs under his/her responsibility. This includes the development and implementation of strategic long-range plans that promote the following program goals: increase access to and quality of early childhood development opportunities; increase access and quality of preventive health programs and health screenings; and provide training and education to support early childhood providers. The position requires substantial effort to support and enhance the Regional Coordinators to coordinate and effectively work with parents, community leaders, local, state and federal government officials, tribes, private entities and faith based groups to improve the quality and access to early childhood development and health programs to effectively prepare children to start school ready to learn.

Typical Duties and Responsibilities:

- Management of the Northeast Regional Area Team serving Coconino, Navajo, and Apache Counties, and the White Mountain Apache Tribe and Navajo Nation regions including continuous education, coaching, mentoring and supervision of staff.
- Serve in the roles of facilitator, consultant and advisor to the 4 eleven member Regional Partnership Councils.
- Oversight of the core functions of the Regional Councils including the regional funding plans and annual allocations totaling \$8 million, community assessments, strategic planning and implementation, fiscal and grant management, and community outreach.
- Ongoing communication and partnership with all of the tribes of the region including the White Mountain Apache Tribe, Navajo Nation, Havasupai Tribe, Hopi Tribe and Kaibab Southern Paiute Tribe, following tribal protocols and procedures to advance the services and programs determined by the Regional Partnership Councils.
- Recruitment of Regional Partnership Council members.
- Coordination and collaboration with local and statewide partners across the public and private sectors and the tribes.
- Development and implementation of strategies to address the overall strategic direction of FTF and the Regional Councils by integrating principles of system building and best practices, and building from the assets of the communities.
- Analysis and synthesis of fiscal and data reports.

Qualifications:

- Masters degree in early education, social work, education, health or other related field preferred.
- Have a background of progressively responsible managerial or leadership positions in public, private or non-profit organizations, preferably with such experience in the area of providing early childhood development and/or health services to children and families.
- Possess a thorough knowledge of early childhood development and health issues, with preferred knowledge of the particular issues facing Arizona today and tomorrow as a plus. Also demonstrate an ability to develop successful strategies to address those issues.

- Possess a demonstrated ability to develop and implement strategic long-range plans that promote program goals and outcomes.
- Possess a collegial leadership style and an ability to work effectively with staff, parents, community leaders, local governments, tribes, public and private entities and faith-based groups to improve the quality of and accessibility to early childhood development and health programs in the region.
- Exhibit highly-developed interpersonal relations and communications skills, able to effectively articulate and rally support for program goals and outcomes.
- Demonstrate an ability to synthesize various information and perspectives and formulate approaches and solutions to address the various and diverse needs of the regional area.
- Have competence in working effectively with a citizen governing board and volunteers to advance the strategic direction.
- Possess a proven record of leadership successes.
- Demonstrate ability to ensure public accountability as well as measure and improve outcomes appropriate for program goals.
- Demonstrate knowledge, skill and success in generating financial support from both the public and private sectors.
- Show a commitment to uphold high ethical standards and promote sound business practices.
- Be familiar with the Northeast Regional Area that includes Coconino, Navajo, and Apache Counties, White Mountain Apache Tribe, Hopi Tribe, Havasupai Tribe, Kaibab Paiute Tribe and Navajo Nation.

Review of resumes will begin on March 7, 2011 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references by March 6, 2010 to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 25 with a salary range of \$55,600 to \$85,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.